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1. This memorandum establishes policy governing training activities affecting all members of the Personnel Career Service (those individuals with PE Career Designations). It also establishes procedures to govern training activities affecting members of the Personnel Career Service who are assigned to positions in the Personnel Office and to <sup>serve as a guide</sup> ~~guide~~ training activities affecting such persons who are assigned to other components. Training activities as covered herein are those planned instructions given either on or off the job for the purpose of increasing employee capabilities for better job performance.

2. ~~Policy~~ *The following principles will govern training activities of the Personnel Career Service:*

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a. Each individual will be given ~~the~~ opportunity to develop his capabilities to the maximum extent that can be used within the Personnel Career Service.

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b. The training needs of each individual will be identified promptly.

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c. Essential training will be provided ~~all individuals~~ <sup>each individual</sup> to enable them to meet the minimum requirements of <sup>his</sup> ~~their~~ positions. ~~Whenever practicable~~ <sup>when practicable</sup> Such training will be accomplished before an individual is assigned to duty. Training may also be given to improve an individual's effectiveness in his current assignment or to prepare him for a definite future assignment.

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d. Training will be conducted to meet identified needs and priority will be given those training activities which are most significant to the immediate requirements of the Personnel Career

f. Each individual will be encouraged to develop his abilities through his own efforts.

✓ e. Training needs will be met through on-the-job training unless they can be met more effectively or economically through training which requires the individual's absence from his assigned duties.

3. Responsibilities

a. Supervisors at all levels are responsible for ;

✓ (1) Identifying the training needs of their subordinates.

✓ (2) Informing their subordinates concerning available training opportunities.

✓ (3) Organizing and conducting on-the-job training,

✓ (4) Initiating arrangements for ~~their~~ subordinates to participate in training activities conducted beyond their jurisdictions, when appropriate.

✓ (5) Evaluating the effectiveness of training activities in relation to the requirements of their organizations.

b. The Personnel Office Training Officer

On behalf of the Personnel Director the Personnel Office Training Officer is responsible for:

✓ (1) Providing staff advice and assistance to the Personnel Director and the Personnel Career Service Board regarding all training matters affecting members of the Personnel Career Service.

✓ (2) Coordinating training <sup>activities</sup> ~~needs~~ of the Personnel Career Service <sup>and</sup> ~~in order to~~ develop overall training objectives and requirements.

✓ (3) Ascertaining the availability of training resources available through the Office of Training.

✓ (4) Informing <sup>Personnel</sup> division and staff chiefs <sup>in the Personnel Office,</sup> and appropriate officials in other Agency components, concerning training opportunities for which members of the Personnel Career Service may apply.

✓ (5) Reviewing all requests for training; approving or disapproving requests involving less than two weeks absence from assigned duties or the expenditure of funds; and, forwarding other requests with recommendations to the Personnel Director for consideration.

✓ (6) Providing the Office of Training with the names of those members of the Personnel Career Service who will participate in Agency sponsored training programs.

✓ (7) Maintaining appropriate records of training activities.

✓ (8) Preparing quarterly reports on training received by members of the Personnel Career Service.

✓ (9) Prepares<sup>143</sup> the annual Personnel Office estimate of funds required for external training.

#### 4. Procedures

✓ a. A Training Request in quadruplicate (see attached form) will be initiated by an individual or his supervisor when it is desired that the individual take any training other than on-the-job training. (The purpose of requiring completion of a Training Request when an individual desires to take courses of instruction on his own time and at his own expense is to obtain security clearance for such action. No such Requests will be refused within the Personnel Office, and the individual will thus be relieved of the necessity for any further action to obtain the necessary<sup>5</sup> security<sup>Office</sup> clearance.) The request will be submitted through the appropriate staff or division chief to the Personnel Office Training Officer.

✓ b. When a decision on a Training Request has been made (in accordance with paragraph 3.4 (5) of the Personnel Office Training Officer's Manual)

Training Officer will:

- (1) Note approval or disapproval on all copies of the Training Request.
  - (2) Return the original copy of the Training Request to the initiator through appropriate channels.
  - (3) If the Training Request is denied, forward a copy for inclusion in the individual's Official Personnel Folder.
  - (4) If the Training Request is approved,
    - (a) Execute any additional forms required
    - (b) Hold the Training Request until he receives written verification of the individual's abandonment or completion of the training.
    - (c) Discuss evaluation of the individual's training with his supervisor.
    - (d) Forward the Training Request together with the written verification of training for inclusion in the individual's Official Personnel Folder.
5. Members of the Personnel Career Service are responsible for reporting all training they take on the first Personnel Evaluation Report <sup>which</sup> they submit after the training is completed.

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